Defense Travel System

Ft. Belvoir Setup Kick-off Meeting

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Fielding Branch

Setup Meetings

- **PMO/NGMS/Service Fielding Team on site from 10 November – 19 December to Finalize DTS system setup**

- **At least two meetings with each Activity will be required:**
  - **Who:** ODTA, Resource Mngmt, travel clerks
  - **How long:** Approx. 2 Hours
  - **When:** 10-14 November and the following weeks if necessary

Data Scrubs

- **Objective: Confirm/validate required setup spreadsheets for each component**

ODTA

- Orglist.xls
- Tperson.xls
- Profile.xls
- Grpname.xls
- Profname.xls
- Grpstr.xls
- Budgets.xls
- Accounts.xls

  - **Team on-site to consult with organization on any questions/issues regarding system setup (NGMS/PMO)**

Setup Schedule

	MON 10 Nov	WED 12 Nov	THR 13 Nov	FRI 14 Nov
0800 – 1000				
1000 – 1200				
1300 – 1500				
1500 – 1700				

*** ODTAs, if you cannot make your scheduled time please let me know so you can reschedule OR send an alternate

Meeting Agenda

1. **Organization Structure/Naming (orglist.xls)**
2. **Personnel Data Sheets**
3. **Document Routing**
4. **DTS Groups/Group Access**
5. **Permissions**
6. **COL Training/Appointment Letters**
7. **Live Process Verifications (LPVs)**
8. **Other Organization Requirements**

Organization Structure

- Verify your organization structure is accurate
- Verify your naming sequence is correct
  - DA570V5BV5C
    - DA = Department of the Army
    - 570V5B = USAASA Code
    - V5C = Europe Field Office

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Person Sheets

- **Verify the following key fields on the tperson.xls are correct**
  - Organization of assignment (NGIC, DCA, USAASA)
  - Routing sequence (approval process)
  - Home address and phone
  - Work address and phone
  - Updated gov cc info if expired
  - Bank account information
  - Rank
  - Remove personnel who have left and add new personnel to personnel spreadsheet

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Document Routing

- **Routing Lists (R/L)**
  - Determines the electronic routing of travel orders and vouchers to obtain approval (via automatic email notifications)
  - Provide at least 2 people for each step (Primary and “Alternate”)
  - Provide routing list steps and personnel for Authorizations, Vouchers and Local Vouchers

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Groups/Group Access

- **Groups control “anytime” access to documents for:**
  - ✦Viewing of documents
  - ✦“Fixing” documents
  - Protecting Privacy Act Information (Profiles)
- **✦Group Access is typically granted to a travel clerks/admin clerks**
  - A typical organization may have one group with all personnel as “members”, and one or several clerks with “access” to create, view and fix documents for other members.

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Permission Levels

- **Permission Levels in DTS allow:**
  - Access to Modules (Budgets, Reports)
  - Ability to stamp documents (Review, Approve)
  - Ability to maintain system setup (Add new personnel, update addresses)
- **Once Routing List roles are defined, permission levels can be assigned by Malone.**

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COL Requirements

- **Certifying Officer Legislation (COL) Training**
  - All Routing Officials who use the CERTIFY or APPROVE stamp must complete COL training and obtain certificate of completion.
  - Download COL training from our website or using CD
  - Travel Section – approximately 15 questions
  - Takes 1-2 hours
- **Appointment Letters**
  - All Certifying, Approving Officials must be appointed in writing by the Commander
- **DD 577 (Signature Card) must be retained on file at DFAS.**

COL Requirements

- **LDTA responsible for working with ODTA to collect the following for each Certifying Official/Approving Official:**
  - Certificate of Completion of COL Training
  - Appointment Letter
  - Information for DD577
- **Why is this important for Setup?**
  - Routing Officials will not be assigned permission levels to do their jobs until these requirements are met!

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LPVs

- 3 LPV Scenarios will be run for each Tenant

  1.Create a real authorization/order to go on travel in December or January

  PURPOSE: Verify the CTO is notified to make reservations and verify funds for the trip are obligated in dBCAS.

  2. Create a real local voucher for someone who has traveled in October or November and needs to be reimbursed

  PURPOSE: Verify funds can be disbursed by DFAS (SRD-1).

  3. Create an authorization with a bad LOA, then correct it with a good LOA, and then cancel the authorization/order

  PURPOSE: Verify DFAS will reject a transaction with a bad LOA, verify the reject email box received message from DFAS, verify dBCAS can obligate funds, verify the CTO receives a message to cancel reservations, and verify dBCAS can deobligate funds.

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Other Requirements

- DBSign installation progress
- CAC/PKI diskette issuance status
- CAC Middleware/Reader installation
- Training Plan for Travelers and AOs
  - Schedule for the month of December
- Determine if Demos are needed
- Outreach Material Displayed

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